North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

OVERVIEW INFORMATION

Issued By
North Dakota Department of Emergency Services (NDDES) through the U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalog of Federal Domestic Assistance (CFDA) Number
97.067

CFDA Title
Homeland Security Grant Program

Program Title
FY 2013 Homeland Security Grant Program (HSGP)

Authorizing Authority for Program
Section 2002 of *The Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C. § 603)

Appropriation Authority for Program
The Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6)

Key Dates and Time
Application Start Date: 04/02/2015
Application Submission Deadline Date: 04/23/2015 at 5:00 p.m. CDT
Anticipated Funding Selection Date: 04/29/2015
Anticipated Award Date: 05/01/2015

Other Key Dates
Period of Performance Start Date: 05/01/2015 approximately
Period of Performance End Date: 07/31/2015

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

FOA EXECUTIVE SUMMARY

The FY 2013 SHSP plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation.

Application Process
The North Dakota Department of Emergency Services makes all funding opportunities available through the Internet at http://www.nd.gov/des/homeland/grants/info/.

Eligible Applicants
The following entities are eligible to apply directly to NDDES under this solicitation:
- K-12 Public Schools in North Dakota
- City, County, or Tribal law enforcement agencies in North Dakota

The following entities are eligible to apply through a local government entity. Application must be submitted and signed by the local government entity. If selected, award will be to the local government entity on behalf of the private non-profit school.
- K-12 non-profit schools in North Dakota

The federal definition of a non-profit organization is defined in 2 CFR Part 215 and 2 CFR Part 230.

Cost Share
Cost Share for Planning, Training, and Exercise Activities
There will be no cost share for planning, training, or exercise projects.

Cost Share for Equipment Grants
There will be a 25% cost share for the following:
- Non-Profit Schools
- Law Enforcement Entities
- Public Schools in Burleigh County, Cass County, Grand Forks County, and Ward County

There will be a 17.5% cost share for the following:
- Public Schools in Barnes County, Morton County, Richland County, Stark County, Stutsman County, and Williams County

There will be a 10% cost share for public schools located in all other counties and tribes.

Cost Share for schools was determined by the general and special property taxes levied by the State and Political Subdivisions in counties for school districts. Cost share must be cash from non-federal sources.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

FULL FUNDING OPPORTUNITY ANNOUNCEMENT

I. Funding Opportunity Description

A. Program Summary

State Homeland Security Program (SHSP): SHSP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in State Threat and Hazard Identification and Risk Assessments (THIRAs). The capability targets are established during the THIRA process, and assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The program is founded on risk-driven, capabilities-based strategic plans. These strategic plans outline capability requirements and inform how available funding may be applied to manage risk. For these plans to be effective, government officials and elected leaders, working with the whole community, must consider how to sustain current capability levels and address potential gaps to prevent, protect, mitigate, respond to, and recover from acts of terrorism and other disasters.

B. Program Priorities
The guidance, programs, processes, and systems that support each component of the National Preparedness System allows for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

The purpose of the HSGP is to prevent terrorism and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States; therefore, HSGP funded investments must have a terrorism-nexus.

The State is required to prioritize grant funding to address gaps identified through the annual SPR in achieving capability targets set through the annual THIRA. These assessments identify the jurisdictions' capability targets and current ability to meet those targets. As such, FY 2013 SHSP funds will focus on filling the gaps identified in the Physical Protective Measures core capability with a concentration on the critical infrastructure of schools and law enforcement.

Appendix A also includes examples of where funding can be applied to strengthen these preparedness efforts.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

II. Funding Information

A. Available funding for the FOA: Approximately $145,000

B. Period of Performance
Three (3) months

C. Extensions to the Period of Performance
There will be no extensions to the period of performance

III. Eligibility Information

A. Eligibility Criteria
Eligible sub-recipients under the FY 2013 SHSP are local units of government, Federally-recognized Tribal governments, and non-profit organizations as described above.

i. Other Eligibility Requirements

Emergency Management Assistance Compact (EMAC) Membership
All assets supported in part or entirely with FY 2013 SHSP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities.

National Incident Management System (NIMS) Implementation
Prior to allocation of any Federal preparedness awards in FY 2013, subgrantees must ensure and maintain adoption and implementation of NIMS. All counties and tribes are currently NIMS compliant, however, if you have not already done so we encourage sub-grantees to complete the following four on-line courses:

IS-100: Introduction to Incident Command System
IS-200: ICS for Single Resources and initial Action Incidents
IS-700: National Incident Management System (NIMS), An Introduction
IS-800: National Response Framework, An Introduction

Courses may be found online at https://training.fema.gov/is/crslist.aspx.

Threat and Hazard Identification and Risk Assessment (THIRA)
Subgrantees must participate in their county/tribal THIRA process.

State Preparedness Report (SPR)
The SPR is an annual capability assessment. The *Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA)* requires an SPR from any state/territory receiving federal preparedness assistance administered by DHS. Each state submits an annual SPR to FEMA. Subgrantees may be required to provide data to inform that SPR.

IV. Funding Restrictions

A. Restrictions on Use of Award Funds
Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the federal government or any other government entity.

For additional details on restrictions of the use of funds, refer to **Appendix B – FY2013 HSGP Funding Guidelines**.

i. Direct Costs
Planning, Equipment, Training, Exercises
Planning, Equipment, Training, and Exercise related costs are allowed under this program.

Travel
Domestic
Domestic travel costs are allowed under this program.
International
International travel is <u>not</u> an allowable cost under this program.

Maintenance and Sustainment
Maintenance and sustainment costs are allowed under this program.

ii. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.

Due to the short performance period of this funding opportunity, projects requiring an EHP will **not** be funded.

SAFECOM
Sub-grantees who receive awards under HSGP that wholly or partially provide funding for emergency communication projects and related activities should comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants,* *http://www.safecomprogram.gov/grant/Default.aspx*.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

V. Application Review Information and Selection Process

A. Application Review Information
FY 2013 SHSP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed project(s). The results from the review process may require applicants to provide additional information.

NDDES will verify compliance with all administrative and eligibility criteria identified in the application kit, to include the required submission of risk driven, capabilities-based projects by the established due dates and verification of alignment to State THIRA; SPR; and state and national priorities. Project narratives will also be examined for further context regarding current capability levels and how projects address potential gaps to protect and respond to acts of terrorism and other disasters.

VI. Federal and State Award Administration Information

A. Notice of Award
Notification of award approval is made through the mail to the awardee authorized official listed in the initial application. The date of approval of award is the "award date." The awardee should follow the directions in the notification to accept the award.

Subgrantees must accept their awards no later than 15 days from the award date. The subgrantee shall notify the awarding agency (NDDES) of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the subgrantee accepts the award by signed the Notice of Grant Award and returning it to NDDES, and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 15 day timeframe may result in a loss of funds.

B. Administrative, Federal, and State Financial Requirements
Before accepting the award, the authorized official should carefully read the award package for instructions on administering the grant award and terms and conditions associated with responsibilities under Federal awards issued by NDDES. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award package to receive an award under this program.

i. Standard Terms and Conditions
All successful applicants for all DHS grants are required to comply with DHS Standard Administrative Terms and Conditions available at: *https://www.dhs.gov/publication/fy14-dhs-standard-terms-and-conditions*.

ii. Payment
NDDES uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipient must complete a Direct Deposit Form.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

C. Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

i. Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located at *http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6*.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at *http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. Reimbursement Requests

Reimbursement requests must be submitted using form SFN 54169. The form is available at http://www.nd.gov/des/uploads/resources/287/54169---financial-reimbursement-requested-detail---july-2005.pdf. The final Reimbursement Request is due 15 days after the end date of the performance period. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iii. Program Performance Reporting Requirements

Performance Progress Report

Awardees are responsible for providing performance reports on progress towards implementing activities described in their application utilizing the *2013 HSGP Project Status Report* form located online at http://www.nd.gov/des/forms/.

Due to the short period of performance of this funding opportunity, two reports will be required as follows:

Reporting Period	Report Due Date
May 1 – June 15	June 20
June 16 – July 31	August 15

D. Monitoring

Grant recipients will be monitored as needed by NDDES staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

E. Closeout

Within 15 days after the expiration or termination of the grant, the grantee must submit all financial, performance, and other reports required as a condition of the grant.

Within 15 days after the end of the period of performance, grantees must submit the following:
1) Final request for payment, if applicable;
2) Final Project Status Report*;*
3) Equipment Inventory Report – Inventory of all tangible personal property acquired using funds from this award. The form is available at http://www.nd.gov/des/forms/.
4) Other documents required by program guidance or terms and conditions of the award.

In order to close an award, subgrantees must be current on, and have submitted, all required reports per the terms and conditions of the grant award. Once the grant has officially been closed, the subgrantee will receive a letter which will provide information regarding the amount of any deobligated funds, equipment disposition, and record retention requirements for closed awards.

If NDDES has made reasonable attempts through multiple contacts to close out awards within 30 days, NDDES may waive the requirement for a particular report and administratively close the award. If this action is taken, consideration for subsequent awards to the subgrantee may be impacted or restricted.

F. Extensions

No extensions to the initial period of performance identified in the award will be considered

VII. NDDES Contact Information

NDDES's Grants and Training Section provides technical assistance. The Grants & Training section manages, administers, and conducts application budget review, creates the award package, approves, amends and closes out awards. Programmatic questions should be emailed to drice@nd.gov. Training or Exercise related questions should be emailed to blvossler@nd.gov or lregorrah@nd.gov.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

VIII. How to Apply

A. Application Overview
The steps involved in applying for an award under this program are:
1) Applying for, updating or verifying their Data Universal Numbering System (DUNS) Number;
2) Completing grant application;
3) Submitting the complete application to NDDES by the **April 23, 2015 application deadline**.

1. Obtain a Data Universal Numbering System Number (DUNS)
The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

2. Completing Grant Application

3. Final Application Submission to NDDES
Applications will only be accepted electronically by email. The completed application, including the project detail worksheet should be attached to an email and sent to drice@nd.gov.

SHSP Program Specific Application Instructions

Project Narrative
As part of the FY 2013 HSGP application process for SHSP funds, applicants must develop a formal project narrative that addresses each category being proposed for funding. The project narrative must demonstrate how proposed projects support sustainment of existing core capabilities or address capability gaps and deficiencies in the physical protective measures core capability. The project narrative must also demonstrate alignment to the State, THIRA, national priorities, and applicable guidance provided by NDDES. Furthermore, the project narrative must clearly identify and explain the nexus to terrorism preparedness.

Note: Only projects that align with the physical protective measure core capability will be considered.

Additionally, applicants must utilize the Project Detail Worksheet to assemble the information required for each project.

Subgrantees investing in emergency communications must describe how activities align to the Statewide Communication Interoperable Plan (SCIP).

Note: Not all applicants are guaranteed to receive funding

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

Appendix A – Program Priorities

Alignment of HSGP to the National Preparedness System
The Nation utilizes the National Preparedness System to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (the Goal). The Goal is "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."

The objective of the National Preparedness System is to facilitate an integrated, all-of-Nation, risk informed, capabilities-based approach to preparedness. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government (*http://www.fema.gov/whole-community*).

A key focus and requirement of the HSGP is to prevent terrorism and to prepare the Nation for the threats and hazards that pose the greatest risk to the security and resilience of the United State, and the greatest risks along the Nation's borders; therefore, HSGP funded investments must have a terrorism-nexus. When applicable, funding should support deployable assets that can be utilized anywhere in the Nation through automatic assistance and mutual aid agreements, including but not limited to the EMAC.

Using the core capabilities, the FY 2013 HSGP Program supports the achievement of the Goal by:

- Preventing a threatened or an actual act of terrorism;
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigating the loss of life and property by lessening the impact of future disasters;
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and/or
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

Appendix B – Funding Guidelines

Grantees must comply with all the requirements in 44 CFR Part §13 and 2 CFR Part §215.

Planning

SHSP funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the THIRA and other planning activities that support Goal.

Equipment

Only the equipment listed below is allowable. The equipment **descriptions & standards** for SHSP are listed on the web-based version of the Authorized Equipment List (AEL) on the Lessons Learned Information System *at http://llis.gov/.* Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Physical Protective Measures Core Capability Equipment List

Category	Category #	AEL Number	AEL Title
Information Technology	4	04AP-03-GISD	Data, Geospatial
Information Technology	4	04AP-03-GISS	System, Geospatial Information (GIS)
Information Technology	4	04AP-04-RISK	Software, Risk Management
Information Technology	4	04HW-01-HHCD	Computing Device, Handheld
Information Technology	4	04MD-02-PROJ	Projector, Video
Information Technology	4	04SW-04-NETW	Software, Network
Information Technology	4	04SW-05-SCAD	System, SCADA (Supervisory Control and Data Acquisition)
Cyber Security Enhancement	5	05AU-00-TOKN	System, Remote Authentication
Cyber Security Enhancement	5	05EN-00-ECRP	Software, Encryption
Cyber Security Enhancement	5	05EN-00-ETRN	Encryption, Data Transmission
Cyber Security Enhancement	5	05HS-00-FRNS	Software, Forensic
Cyber Security Enhancement	5	05HS-00-MALW	Software, Malware Protection
Cyber Security Enhancement	5	05HS-00-PFWL	System, Personal Firewall
Cyber Security Enhancement	5	05NP-00-FWAL	Firewall, Network
Cyber Security Enhancement	5	05NP-00-IDPS	System, Intrusion Detection/Prevention
Cyber Security Enhancement	5	05NP-00-SCAN	Tools, Network Vulnerability Scanning
Cyber Security Enhancement	5	05NP-00-SEIM	System, Security Event/Incident Management
Cyber Security Enhancement	5	05PM-00-PTCH	System, Patch/Configuration Management
Interoperable Communications	6	06CC-02-DSAD	Device, Data Service Access
Detection	7	07RD-01-DOSP	Dosimeter, Personal
Detection	7	07ZZ-00-NCBR	Equipment, Specialized Hazard Detection, non-CBRNE
Power	10	10BC-00-BATT	Batteries, All Types, Sizes
Power	10	10BC-00-FCEL	Cells, Fuel
Power	10	10PE-00-BCON	Conditioners, Battery
Power	10	10PE-00-GFCI	Equipment, Ground Fault Circuit Interruption
Power	10	10PE-00-INVT	Inverters
Power	10	10PE-00-PTSW	Switch, Power Transfer
Power	10	10PE-00-RECT	Rectifiers
Terrorism Incident Prevention	13	13IT-00-DACQ	Data Acquisition
Terrorism Incident Prevention	13	13IT-00-DEXC	Data Exchange and Interoperability
Terrorism Incident Prevention	13	13IT-00-DFSN	Data Fusion/Synthesis
Terrorism Incident Prevention	13	13IT-00-FACE	Software, Facial Recognition

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

Category	Category #	AEL Number	AEL Title
Terrorism Incident Prevention	13	13IT-00-INTL	Systems, Intelligence Sharing
Physical Security Enhancement	14	14CI-00-COOP	System, Information Technology Contingency Operations
Physical Security Enhancement	14	14EX-00-BCAN	Receptacles, Trash, Blast-Resistant
Inspection and Screening Systems	15	15IN-00-XRAY	System, Mobile Search & Inspection; X-Ray
CBRNE Logistical Support	19	19GN-00-FUEL	Container, Fuel Storage
Other Authorized Equipment	21	21GN-00-CNST	Consulting Services in Support of Equipment Acquisition
Other Authorized Equipment	21	21GN-00-INST	Installation
Other Authorized Equipment	21	21GN-00-LEAS	Leasing of Space for Equipment Storage
Other Authorized Equipment	21	21GN-00-MAIN	Maintenance
Other Authorized Equipment	21	21GN-00-SHIP	Shipping
Other Authorized Equipment	21	21GN-00-STAX	Sales Tax
Other Authorized Equipment	21	21GN-00-TRNG	Training

Training

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or other assessments and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for vulnerable populations including children, the elderly, pregnant women, and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the local training cycle. Grantees are encouraged to use existing training rather than developing new courses. When developing new courses, grantees are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design (Course Development Tool) located at *https://www.firstrespondertraining.gov*.

Exercises

Exercises conducted with FEMA support should be managed and executed in accordance with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at *https://www.llis.dhs.gov/hseep*.

Maintenance and Sustainment (SHSP)

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 (*http://www.fema.gov/media-library/assets/documents/32474*) under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by a maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty. Grant funds are intended to support the Goal by funding projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide grantees the ability to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of

12

existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with SHSP grant funding.

Law Enforcement Terrorism Prevention Allowable Costs (SHSP)
Activities eligible for use of LETPA focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) located at *http://www.fema.gov/national-planning-frameworks* and include:
*   Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or other at-risk nonprofit organizations.

Supplanting
Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Unallowable Costs
Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with HSGP funds.

Per the Anti-Deficiency Act, federal government personnel, or representatives thereof, are prohibited from participation in projects awarded to sub grantees. This includes the solicitation, selection and monitoring of sub grantees.

Examples of Allowable Activities for SHSP
Planning Activities
Examples of planning activities include, but are not limited to:

*   Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, mitigation, response, and recovery activities as identified in the national planning frameworks
*   Developing related terrorism prevention activities:
    *   Developing initiatives that directly support local efforts to understand, recognize, prepare for, prevent, mitigate, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with civil rights/civil liberties protections
    *   Developing law enforcement prevention activities,
    *   Planning to enhance security during heightened alerts, terrorist incidents, and/or during mitigation and recovery
    *   Volunteer programs and other activities to strengthen citizen participation
*   Developing and enhancing risk centric capabilities-based plans and protocols, including but not limited to:
    *   Developing terrorism prevention/protection plans

- — Developing or enhancing cybersecurity and risk mitigation plans
- — Developing or enhancing evacuation plans
- — Developing school preparedness plans
- — Developing plans to educate youth on disaster preparedness
- Developing or conducting assessments
- Establishing, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness and/or response (i.e., Citizen Corps Councils, partners and affiliates; CERTs)
- Working with youth-serving organizations and houses of worship to develop and sustain youth and faith-based preparedness programs

Training Activities

FY 2013 SHSP and UASI funds may be used to support attendance to allowable training deliveries and programs, as described below. FEMA funds must be used to supplement, not supplant, existing funds that have been appropriated for the same purpose. Allowable training-related costs include, but are not limited to, the following:

- *Developing, Delivering, and Evaluating Training*. Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations, and equipment.
- Training that promotes individual, family, or community safety and preparedness is encouraged, including: all-hazards safety training such as crime prevention and terrorism awareness, chemical facility incidents, light search and rescue skills, principles of NIMS/ICS, and terrorism awareness seminars.
- *Overtime and Backfill*. The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State and has the approval of NDDES. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government and from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- *Travel*. Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- Training and exercises for the public or civilian volunteer programs support first responders, including CERTs, before, during and after disasters should address the needs of the Whole Community. Allowable training includes: all-hazards safety such as emergency preparedness, basic first aid, lifesaving skills, crime prevention and terrorism awareness, school preparedness, youth preparedness, public health issues, chemical facility incidents, light search and rescue skills, principles of NIMS and ICS, volunteer management, serving and integrating people with disabilities, pet care preparedness, training necessary to participate in volunteer activities, fulfill surge capacity roles, integration and coordination of faith community roles, communication if disaster or promotes individual, family, or whole community safety and preparedness. Exercises that include members of the public or that are conducted for the public should be coordinated with local CERTs and/or Citizen Corps

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

Councils as well as organizations outside of emergency management and focus on the importance of personal preparedness and protective actions.

Per FEMA Grant Programs Directorate Policy FP 207-008-064-1, *Review and Approval Requirements for Training Courses Funded Through Preparedness Grants,* issued on September 9, 2013, States, territories, Tribal entities and urban areas are no longer required to request approval from FEMA for personnel to attend non-FEMA training as long as the training is coordinated with and approved by the State Training Point of Contact (TPOC) and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan (EOP). The only exception to this policy is for Countering Violent Extremism courses. The Policy can be accessed at
http://www.fema.gov/media-library/assets/documents/34856.

FEMA will conduct periodic reviews of all State, territory, and Urban Area training funded by FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, grantees will be asked to repay grant funds expended in support of those efforts.

Additional Training Information
FEMA Provided Training. These trainings include programs or courses developed for and delivered by institutions and organizations funded by FEMA. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and the National Training and Education Division's (NTED) training partner programs including, the Continuing Training Grants, the National Domestic Preparedness Consortium (NDPC) and the Rural Domestic Preparedness Consortium (RDPC).

Approved State and Federal Sponsored Course Catalogue. This catalogue lists State and Federal sponsored courses that fall within the FEMA mission scope, and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at
http://www.firstrespondertraining.gov.

Training Not Provided by FEMA. These trainings includes courses that are either State sponsored or Federal sponsored (non-FEMA), coordinated and approved by the SAA or their designated TPOC, and fall within the FEMA mission scope to prepare State, local, Tribal, and territorial personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events.
- *State Sponsored Courses*. These courses are developed for and/or delivered by institutions or organizations other than Federal entities or FEMA and are sponsored by the SAA or their designated TPOC.

- *Joint Training and Exercises with the Public and Private Sectors*. These courses are sponsored and coordinated by private sector entities to enhance public-private partnerships for training personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events. Overtime pay for first responders and emergency managers who participate in public-private training and exercises is allowable. In addition,

North Dakota Department of Emergency Services
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)
FY 2013 State HOMELAND SECURITY GRANT PROGRAM (SHSP)
Supplemental Grant

States, territories, Tribes, and Urban Areas are encouraged to incorporate the private sector in government-sponsored training and exercises.

Additional information on both FEMA provided training and other federal and state training can be found at *http://www.firstrespondertraining.gov*.

Exercise Activities
Allowable exercise-related costs include:

- *Funds Used to Design, Develop, Conduct, and Evaluate an Exercise*. Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use government or free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any exercise or exercise gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle.
- Subgrantees must follow their state's formal written procurement policies.
- *Overtime and Backfill*. The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development, and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State and has the approval of NDDES. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- *Travel*. Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP programmatic requirements as described in the HSEEP (e.g., Training and Exercise Plan).
- *Supplies*. Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., gloves, non-sterile masks, and disposable protective equipment).
- *Disability Accommodations*. Materials, services, tools and equipment for exercising inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- *Other Items.* These costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children, adults with disabilities, and those with access or functional needs

Additional Exercise Information
If a subgrantee decides to use HSGP funds to conduct an exercise(s), it is encouraged they complete a progressive exercise series.

-

- *Exercise Scenarios*. The scenarios used in HSGP-funded exercises must be based on the State's THIRA. The scenarios used in HSGP-funded exercises must focus on testing capabilities, must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the Multi-year Training and Exercise Plan.

- *Exercise Evaluation and Improvement*. Exercises should evaluate performance of capabilities against the level of capabilities required. Guidance related to exercise evaluation and improvement is defined in the HSEEP located at https://www.llis.dhs.gov/hseep.

- *HSEEP Fundamental Principles*. Local jurisdictions are expected to develop an exercise program based on the following principles:
    o Guided by Elected and Appointed Officials;
    o Capability-based, Objective-driven;
    o Progressive Planning Approach;
    o Whole Community Integration;
    o Informed by Risk; and
    o Common Methodology

- *The Role of Non-Governmental Entities in Exercises*. Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, conclusion, and evaluation of an exercise. Local jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, disability, volunteer, and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council. The scenarios used in HSGP-funded exercises must focus on validating existing capabilities, must comply with and be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities.

Unauthorized Exercise Costs
Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).

- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging signs).